Courses

ADIT (Advance Diploma in Inforamtion Technology)
From 02/08/2016 to 02/02/2017

Muslim Information Technology Coputer Institute Zarghoon Road Quetta, Pakistan.

DIT (Diploma in Information Technology)
From 02/02/2016 to 02/08/2016

Muslim Information Technology Coputer Institute Zarghoon Road Quetta, Pakistan.

Short Course in Modern Accounts
From 15/02/2018 to 15/04/2018

Muslim Information Technology Coputer Institute Zarghoon Road Quetta, Pakistan.

Aamir Khan

City: Chaman

Date_of_Birth: 05/01/1993

Nationality: Pakistani

Marital Status: Married

CNIC: 54201-4632665-9

Religion: Islam

Contact

Address:
Permanent: Kandahari Road Faiz Muhammad Street Chaman, Baluchistan, Pakistan.

Phone:
+923138008412

Email:
aamirk614@gmail.com

Languages

Pashto
Urdu
English

Summary

Experienced and worked with all stages of the Microsoft Excel, Word, PowerPoint, inpage Etc. Well-versed in computer hardware and software, HRIS system software, assistant distributor, accounting rules, Ledger, computerized accounting, worksheet, trial balance, Seller and Buyer product distribution, fast learner and guider, cooperative teamwork and data management, office administrative. strong background in project management and customer relations.

Skill Highlights

- Project management
- Strong decision maker
- Complex problem solver
- Good behavior
- Honest worker
- Service-focused

Experience

AL_Shifa Distribution
Address: Power house road khushi muhammad street Chaman, Baluchistan Pakistan.
Job title: Associate Distributor and Administrative.
Duration: 01/01/2018 To 25/12/2021.
Task: Manage computerized accounts, office administration, store assistant, customer relationships, monthly reporting and yearly wise reporting, analyzing business data, Focus on targets, communication with company team members.

Chip Training & Consulting Pvt Ltd (Pakistan)
Address: Taj road near khushi Muhammad street Chaman, Baluchistan, Pakistan.
Job Title: Project Associate
Duration: 03/01/2022 To 31/07/2023
Task: Data analyzing, field staff data management, HRIS computer software, creating long listing new recruitments in HRIS computer software, administrative, communicating with Quetta office staffs, collecting field work information from field workers with help of communicating, emailing, distributing field staff`s cards and other letter etc, localities and training sessions cooperating.

Qualification

M.A (Master in Arts)
University of Baluchistan Sariab road Quetta.

BSc (Bachelor in Science)
University of Baluchistan Sariab road Quetta.